

MANAGER, COMMUNITY DEVELOPMENT AND HOUSING

PURPOSE:

To plan, direct, supervise, and evaluate the operations and personnel of the Community Development and Housing Division in the Department of Planning and Development.

FUNCTIONAL AREAS:

1. Plan, direct, and evaluate the operations of the Community Development and Housing Division in the Department of Planning and Development.
 - * A. Direct, coordinate, and analyze the development of studies, grants, programs, activities, and legislation.
 - * B. Supervise the development and administration of Division programs regarding community development and housing.
 - * C. Direct contract negotiations with subgrantees of the Community Development program and with the City's housing program agents.
 - * D. Formulate, implement, and review short- and long-term Division and program policies, objectives, goals, and plans.
 - * E. Prepare, control, and monitor the Division's budget, expenditures, and administration of grant funds.
 - * F. Establish effective procedures to audit, monitor, and evaluate Divisional activities for effectiveness, sound fiscal management, and adherence to grant provisions, legal requirements, and Department and City policies.
 - * G. Submit reports and make recommendations to appropriate committees, agencies, and government units.
 - * H. Maintain the body of professional knowledge and expertise necessary to perform in the functional areas listed on this job description.
2. Direct and serve as a liaison between the Community Development and Housing Division and other government units, public and private agencies, businesses, and citizens.
 - * A. Consult with government staff, consultants, architects, attorneys, engineers, business people, and private and public developers as necessary.
 - * B. Direct citizen participation processes regarding Community Development and Housing programs.
 - * C. Inform others regarding Division programs and developments.
 - * D. Consult with state and federal program and fiscal monitors to ensure adherence to policies, regulations, directives, and recommendations.
 - E. Maintain communication with, and serve as liaison to the Duluth Economic Development Authority, City Planning Commission, Board of Zoning Appeals, City Council, HRA Board of Commissioners, and other appropriate review bodies, agencies, officials, and other City personnel and units as required.
 - * F. Serve as the key staff person to the Duluth Housing Trust Fund.
 - G. Respond to inquiries, requests, and complaints as necessary.
 - H. Provide assistance to and serve on appropriate public and private boards and committees.

3. Supervise the Community Development and Housing Division staff.
 - * A. Provide for the hiring, training, evaluation, and discipline of employees.
 - * B. Delegate authority and responsibility to staff as necessary to administer the projects and activities of the Division.
 - * C. Establish and enforce rules and procedures for efficient management and proper job performance.
 - D. Process, monitor, and maintain required personnel and payroll information.
 - E. Serve as Acting Director as assigned.

JOB REQUIREMENTS:

EDUCATION

- * A combination of education and/or experience equal to a four-year bachelor's degree in Business Administration, Planning, Urban Development, or equivalent

EXPERIENCE

- * A combination of five year's experience (in addition to any used to meet the education requirement listed above) in the functional areas listed as essential, or their equivalent

KNOWLEDGE

- a.) An extensive knowledge of principles and procedures used in community planning and development
- b.) An extensive knowledge of Federal and State housing and community development legislation and programs
- c.) A knowledge of math
- * d.) A knowledge of statistics and development research and data analysis
- e.) A knowledge of management, personnel, supervisory, and budgetary practices and procedures
- * f.) A knowledge of legal contract principles
- * g.) A knowledge of budgeting
- * h.) A knowledge of finance and accounting
- * i.) A knowledge of public administration

SKILLS

- * a.) A skill in supervising others
- * b.) A skill in communication
- * c.) A skill in preparing grants, reports, contracts, and specifications
- * d.) A skill in public presentation
- * e.) A skill at negotiating
- * f.) A skill in handling public and media relations
- g.) Some skill in graphics/design work

ABILITIES

- * a.) The ability to analyze and solve problems
- * b.) The ability to design and prepare graphic presentations
- * c.) The ability to read and understand technical and legal documents and drawings
- * d.) The ability to establish and maintain effective working relationships with private businesses, government agencies, public officials, supervisors, subordinates, and the general public
- * e.) The ability to transport oneself (usually by driving) to, from, and around sites of projects and programs, and sites of public meetings
- * f.) The ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings
- g.) The ability to use a micro-computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet applications

* Essential functions, or job requirements necessary on the first day of employment.

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